



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Division of Planning & Programming Bureau of Project Scheduling Room 362, #2 Capitol Square Atlanta, Georgia 30334	Application Number 76-320	
Application Number		Date Received OCT 25 1976	Date Completed OCT 28 1976
2. Person to Contact James R. Elwell		Working Title SCE	Telephone Number 656-3481
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest DEC 1972 Present		5. Records Series Title (followed by title used in office, if different) Multi-Project Scheduling System Summary File (MP/SS Project Summary)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Planning and Programming is responsible for the development of the long and short range transportation plans, project scheduling, research and development programs, drafting and revising maps of cities, counties and the State; the collection of statistical data and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development and mass transit.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Summarizing the pre-construction status of all Department of Transportation projects. Included are: computer printout (D.O.A.S. DTPD 1517) that indicates the projects, their status and the date of the last pre-construction activity.	
File is arranged: chronologically by date report is produced.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>-</u> ; twenty-five months and older <u>-</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Binders - .3</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? 3 copies are sent to the district scheduling engineers.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Calendar Year; ☐ Fiscal Year; ☒ Other See below then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Office Copy Cut file off at end of each Calendar year; then, hold in the current files area 1 month; then transfer to local holding area; hold 2 years; then destroy.

Field Copy Upon receipt of updated printout, destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	Oct 6, 1976	Richard P. Heimerich, RMO II	Oct 6, 1976
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	10-26-76
		Secretary of State/Designee	10-26-76
		Attorney General/Designee	10-28-76